

Application Process Information Sheet for the Solar Energy Grant Program

Maryland Energy Administration (MEA)

August 2009

Applications are currently being accepted for the Fiscal Year 2010 Maryland Solar Energy Grant Program. Upon receipt of application, MEA will review to ensure that applicant is qualified to receive a grant. If the applicant is deemed qualified, MEA will notify the applicant by mail that they have been approved. Approvals for grants are issued on a first come, first serve basis. Applications will continue to be reviewed on an ongoing term until funds are fully committed.

Applications must be sent by U.S. mail, by delivery service, or hand-delivered to MEA. No e-mails or facsimiles will be accepted. Address applications to:

-Attention- Solar Energy Grant Program

Maryland Energy Administration

1623 Forest Drive, Suite 300

Annapolis, MD 21403

Structure for the Maryland Solar Energy Grant is as follows:

Solar Water Heating:

- 30 % of system cost up to \$2,500 maximum grant.

Photovoltaic Solar:

- \$1.25 per watt for the first 4,000 watts (DC) of capacity
- \$1.00 per watt for watts 4,001–8,000
- \$0.50 per watt for watts 8,001-10,000

Necessary Steps Prior to Applying

Please become familiar with all the program requirements prior to applying for a grant.

The following steps are required in order to submit a complete Solar Energy Grant Application:

- 1) Complete, sign, and date the Pre-Qualification Form (available from MEA)
- 2) Complete, sign, and date the 2-page Application Form
- 3) Submit a signed cost estimate, purchase order, or letter of intent from your installer (If you are performing a self-install you will still need to fill this requirement)
- 4) Submit an itemized list of components
- 5) Submit a system schematic or line drawing, and a site plan exhibiting the roof dimensions, including angle, length, and width (if installed on a roof); location of collectors or modules on the roof (if installed on a roof); and the orientation and tilt of collectors or array.
- 6) Submit a shading analysis (if the system will be shaded between 9:00 a.m. and 3:00 p.m. at any time of year)

Application

The Application Form and accompanying Pre-Qualification can be accessed through MEA's solar grants Web site <http://www.energy.state.md.us/incentives/residential/solargrants/index.asp>. Application packages can be sent to you by mail as well. Contact MEA at meainfo@energy.state.md.us or 1-800-723-6374 to request an application package.

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Individuals, businesses and local governments may apply for one solar grant per solar category (photovoltaic solar or solar water heating) per funding cycle. For applicants who plan on placing a solar energy system on more than one facility, MEA may consider additional grant offers on a case by case basis if funds are available.

An original signature of the applicant is required. A signature of the individual providing the cost estimate, purchase order or letter of intent is also required. This may be provided on a separate form and enclosed with the application. If there are any questions, please send an e-mail to -Attention- Solar Energy Grant Program to meainfo@energy.state.md.us or call 1-800-72-ENERGY (1-800-723-6374).

It is possible that some qualified applications will not be funded. MEA also reserves the right to fund an applicant at an amount lower than requested.

Application Review Process

All grant applications and accompanying documentation must be complete and accurate. Among other things, they must include a site assessment to ensure that the site is appropriate for a solar project. It is possible that some applications may be deemed ineligible based on site conditions. The review criteria are a first-come, first-served basis for qualified applications.

Grant Eligibility Notification and Waitlist Procedures

Upon receipt of application, MEA will review to ensure that applicant is installing either a qualified solar photovoltaic or qualified solar thermal system, and that the site of the installation is deemed acceptable for a solar energy system.

MEA will send a qualified applicant a Solar Grant Offer Letter, informing the applicant that they have passed review and are now “official program participants.” This means the program participant will have 180 days to complete the project and provide to MEA the Completion Certificate and accompanying documentation, or risk losing their grant. Once the Grant Offer Letter is received by the program participant, the participant must sign and date the letter and return it to MEA to signify that they intend to go forward the installation. MEA shall also provide the program participant a copy of the Terms & Conditions, Grant Award Procedures and the Completion Certificate along with the Grant Offer Letter.

MEA may allow for time extensions. If an extension is necessary please notify MEA at least 10 businesses days prior to the expiration of the 180 day period.

Please note: If the system has already been installed prior to submitting an application to MEA, the project is still eligible for a grant, as long as the system was placed in service during the same calendar year that the application was submitted.

Eligible applicants who are not approved for a grant due to insufficient funds will be placed on a waiting list. The order of the waiting list will be determined by the date that MEA receives their completed application. Applicants will remain on the waitlist until sufficient funding is made available. Waitlisted applicants will only be removed from waitlist at the applicant’s request, and will not be dropped even if the fiscal year expires.

Completion Certificate

Upon completion of the project, the program participant must submit to MEA the Completion Certificate signed by the owner and the installer. The Completion Certificate must include a social security (SS#) number or a federal identification number (FID#) and must be accompanied by the required supporting documentation. The required supporting documentation includes:

- Copies of all issued inspection documents, permits, or both, as provided by the local authority having jurisdiction;
- A copy of the product specification sheet;
- A copy of the final sales invoice(s), denoting actual price paid for the entire system;
- A copy of the system warranty agreement
- MEA also requests a photograph of the solar installation.

MEA has the right to inspect all work prior to issuing payment of a grant.

Program participants who have successfully installed their system can expect to receive their grant check within four to eight weeks from the time they submitted all the necessary completion documents to MEA.

Please be sure to be aware of all requirements and supporting documentation prior to undertaking the project.